

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Copy Center Assistant (Confidential)	<b>Job Family:</b> 5
<b>General Classification:</b> Front-Line	<b>Job Grade:</b> 2

**Definition:** To provide assistance in the Copy Center in duplication, finishing work, mail distribution and other support function duties.

**Distinguishing Characteristics:** This single position class works in the City's Copy Center, printing a wide variety of materials, often under tight deadlines. This is an entry-level class. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Copy Center Technician level. Since this class is typically used as a training class, employees may only have limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Receives direct supervision from management, supervisory or higher-level clerical positions and may receive functional and technical supervision from higher-level secretarial personnel.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Assist the Copy Center Technician with operating high-speed copiers.
2. Operate various finishing equipment such as folders, staplers, collators, binders, padding and cutting machines.
3. Answer phone, take messages and greet customers.
4. Maintain job register of work received; notify customers of job completion.
5. Maintain log and record of printing jobs to be charged to each department.
6. Operate postage, mailing and utility billing machines.
7. Operate City vehicle and take City Hall pool cars in for cleaning.
8. Perform related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Procedure for setting up and operating high-speed copiers and related equipment; routine maintenance procedures for photocopy or related equipment.

Ability to: Learn to operate and maintain high-speed copiers and related equipment; establish and maintain effective working relationships with City staff members; work under tight deadlines; lift objects up to and occasionally in excess of 50 pounds; communicate clearly and concisely both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: One year of clerical and/or copy center experience. Completion of high school.

**Required Licenses or Certificates:** Possession of a valid California Class C driver's license.

Established January 1994

Revised July 7, 2000

CLASS SPECS

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